

CITY RECORDS MANAGER

DISTINGUISHING FEATURES

The role of the City Records Manager is to develop, organize, and maintain an ongoing records management program throughout the organization to ensure the city's records are maintained, destroyed or archived in a methodical, efficient and cost-effective manner. The position requires a high-degree of independent judgment and interaction and coordination with department records coordinators. Work is performed under the general supervision of the City Clerk.

ESSENTIAL FUNCTIONS

Develops and maintains the citywide records management program to ensure compliance with state public records statutes.

Develops innovative approaches for paper and electronic records management, including records retention schedules and training programs for the City Clerk's Office and city staff.

Studies and analyzes current records management practices and makes recommendations based on organizational need, federal, state and local regulations and current, best industry practices.

Recommends, drafts, updates and enforces the policies set forth in the City's records management manual.

Oversees the storage, retrieval and destruction of paper and electronic records according to established policies and procedures and state statutes. Maintains records to provide documentation of the methodical retention and destruction of the City's records.

Oversees retention of the official records of the City in the custody of the City Clerk's Office to ensure documents are carefully maintained according to the approved retention schedule, state statute and the City's records management manual.

Develops and maintains archival records program and oversees the preservation and maintenance of historic records.

Works collaboratively with the Deputy City Clerk and Information Systems staff to ensure electronic records are maintained in accordance with state public records statutes.

Responds to inquiries regarding interpretation of policies, procedures, precedents, rules and regulations, and federal, state and local laws as applicable to records management.

Composes, compiles, types and generates a variety of memos, letters, reports, policies and procedures.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Records management program development and implementation.

Principles, methods and techniques used for records management.

Pertinent federal, state, and local laws, codes and regulations regarding municipal records management.

Electronic Document Management systems.

Organization and function of City government.

Ability to:

Supervise day-to-day operations of records management functions.

Perform complex analysis and provide conclusions and recommendations based on that analysis.

Recommend and draft citywide records management policies and procedures.

Plan, organize, coach, train, motivate and provide effective leadership to department records coordinators.

Oversees the citywide offsite records storage and microfilming contract.

Proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities, which require continuous and repetitive eye and arm or hand movement.

Provide information and organize material in conformance with policies and regulations.

Establish and maintain cooperative working relationships with City staff, coworkers, other government agencies, particularly the Arizona State Department of Library, Archives, and Public Records, and the general public.

Exercise tact and diplomacy in contact with City staff, the general public and other government agencies.

Use written and oral communication skills; read and interpret legal and technical data, information and documents. Follow oral and written instructions and exercise independence and judgment in applying and following established procedures and meeting deadlines.

Exercise good judgment in organizing records, researching and compiling written reports, statistical computations, and general correspondence, respecting the public and

sensitive information.

Perform work under changing, intensive deadlines on multiple concurrent tasks; work with constant interruptions.

Sit approximately 40%, walk approximately 30%, and stand approximately 30% of workday. Lift and carry records storage boxes weighing up to 20 lbs.

Education & Experience

Any combination of training, education and experience equivalent to five years experience in a responsible records management capacity. Certified Records Manager certification preferred. BS degree is desirable.

FLSA Status: Exempt

HR Ordinance Status: Unclassified